

## APPENDIX C

### STAFF ASSISTANCE VISITS

1. Reference: AR 600-20 (June 02).
2. Purpose: Provide guidance for the Brigade Equal Opportunity Advisor in conducting Staff Assistance Visits (SAV), IAW AR 600-20, III Corps Inspection Directives, and applicable Brigade SOP.
3. Proponent: The Brigade Equal Opportunity Advisor is the proponent for Staff Assistance Visits.
  - a. Given the fact that inspections may be unannounced, the units must be prepared to be in compliance with applicable regulations, policy, directives, and SOP at all times. The following is a brief summary of the Equal Opportunity Checklist (Appendix G) to be used by the unit Equal Opportunity Representatives in preparing for Staff Assistance Visits and Command Inspections from Brigade, 4ID EO office, and Echelons Above Corps (EAC).
  - b. The Inspection Checklist is attached for reference.
4. Standards:

#### Battalion Level and Below:

- a. Are the following publications on hand at unit level?
  - (1) AR 600-20, Army Command Policy (June 02).
  - (2) AR 210-50, Housing Management (Feb 99) (applies to Battalion only).
  - (3) DA Pamphlet 350-20, Unit Equal Opportunity Training Guide (June 94).
  - (4) TC 26-6, Commander's EO Handbook (Oct 94).
  - (5) DA Pam 600-26, DA Affirmative Action Plan (23 May 90).
  - (6) AR 15-6, Procedures for Investigating Officers, (30 Sep 96).
  - (7) III Corps & FH REG 600-21, EO Program (15 April 01).
  - (5) Brigade Affirmative Action Plan (May 05).
- b. Are Equal Opportunity Representatives (Primary and Alternates) assigned to the company's?
  - (1) School Trained
  - (2) Awaiting School
  - (3) EOR Certificate of training on file

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- (4) EOR Appointment orders
  - c. Is EO Training being conducted IAW AR 600-20, Chapters 6 and 7?
    - (1) Does EO Training appear on training schedules?
    - (2) Is training conducted quarterly?
    - (3) Is training documented on training schedule, attendance roster, and memorandum signed by commander?
    - (4) Is the chain of command actively involved in training (i.e. does commander give opening remarks, and stays through training)?
  - d. Has the commander published and EO Policy Letter?
  - e. Has the commander published an Open Door Policy Letter?
  - f. Has the commander published a Complaints Procedure Policy Letter?
  - g. Has the unit processed complaints as prescribed by AR 600-20, and DA FORM 7279-R? (UNIT EO REPRESENTATIVES ARE NOT AUTHORIZED TO ACCEPT FORMAL COMPLAINTS. ONLY THE BRIGADE EO ADVISOR IS AUTHORIZED TO DO SO)
  - h. Are complaints handled at the lowest level, after being provided to the EOA?
  - i. Has the unit ensured that all personnel are aware of their personal responsibilities in support of the Army's EO Program?
  - j. Are the following items in the EO Representative's/Commanders reference book:
    - (1) EO Representative Certificate of Training
    - (2) EOR Appointment orders
    - (3) Post Commander's EO Policy Letter
    - (4) Post Commander's POSH Policy Letter
    - (5) Post Commander's Complaints Procedures Policy Letter
    - (6) Brigade Commander's EO and POSH Policy Letter
    - (7) Brigade Commander's Open Door Policy Letter
    - (8) Brigade Commander's Complaints Procedure Policy Letter
    - (9) Battalion Commander's EO and POSH Policy Letter
    - (10) Battalion Commander's Open Door Policy Letter
    - (11) Battalion Commander's Complaints Procedures Policy Letter
    - (12) Company Commander's EO and POSH Policy Letter
    - (13) Company Commander's Open Door Policy Letter
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- (14) Complaint Procedures Process Checklist
  - (15) III Corps and FH Reg 600-40, List of Off Limits Areas and Establishments
  - (16) IG's Letter on "Rights to Present Complaints."

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NOTE: All policy letters stated above, must be posted on unit bulletin boards in the permanent postings so unit members, DoD Civilians, and family members have ready access to read them. Units within the brigade are required to have on hand policy letters of all command levels through III Corps/installation.

1. All required Regulations, documents must be on hand, and readily available for review/inspection.
2. Unit's must document POSH training in the individual training files of all soldiers assigned and attached to the unit, IAW AR 600-20, Chapter 7, Prevention of Sexual Harassment.
3. Unit's EO program must be active, and tailored to meet the specific needs of the unit.